

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	ZONE / ROOM	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

LUMINAIRE SCHEDULE AND DRAWING REF	DESIGN ILLUMINANCE AND UNIFORMITY BY SPACE (LUX)	CONTROLS SPECIFIED
EMERGENCY LIGHTING — CATEGORY, DURATION AND MINIMUM ILLUMINANCE	LUX METER REF AND CALIBRATION CERTIFICATE	EMERGENCY TEST REGIME AND LOG BOOK...

3. Luminaires and positions CHECK & RECORD

Luminaire type, wattage, colour temperature and finish match the schedule; positions and mounting heights match the drawing — Spec · Drawing

measured where the specification gives tolerances

Fixed to the structure with the specified fixings and a secondary support where the data sheet or the specification requires; no TDS · Spec

luminaire carried by the ceiling grid alone unless the specification allows it

Controls installed and set as the schedule states; sensors at the drawing positions and commissioned to the specified settings Spec

LUMINAIRES FITTED / ON SCHEDULE

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS		DATE				

4. Illuminance — measured against the design WITNESS

Illuminance measured with the meter in section 2 at the working-plane height and grid the specification states, with lamps run in for the period the data sheet requires; average and minimum recorded against the design values Spec · TDS

Uniformity (minimum / average) not below the design value; readings taken with daylight excluded where the design assumes it Spec

AVERAGE LUX MEASURED / DESIGN	MINIMUM LUX / UNIFORMITY					
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS		DATE		WITNESSED BY THE REVIEWER — NAME		DATE

5. Emergency lighting — installation

HOLD POINT

- Emergency luminaires at every point of emphasis BS 5266-1 requires — each exit door, change of direction, stair flight, change of level, fire-fighting equipment, call point, first-aid point — and at the drawing positions
- BS 5266-1 · Drawing
- Exit signs of the specified type at every exit and along the route, visible from the positions the design assumes; no sign obscured by a fitting or a door
- BS 5266-1
- Test facilities fitted — key switch, test panel or central battery monitoring — and every luminaire's charge indicator lit
- BS 5266-1 · Spec
- EMERGENCY LUMINAIRES FITTED / ON SCHEDULE

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo	
SUB SELF-CHECK — INITIALS		DATE		HOLD RELEASED BY THE REVIEWER — SIGNATURE		TIME	DATE

6. Emergency lighting — full-duration test, witnessed

WITNESS

- Supply to the normal lighting failed and every emergency luminaire lit; test run for the full rated duration in section 2
- BS 5266-1
- Illuminance on the escape route and in open areas measured at the end of the duration and not below the design minimum in section 2 — BS 5266-1 sets the minimum on the centre line of an escape route
- BS 5266-1
- Every luminaire still lit at the end of the duration; recharge indicator active afterwards; the test recorded in the log book referenced in section 2
- BS 5266-1

TEST DATE / DURATION ACHIEVED (H)				LUX AT END OF DURATION — LOWEST / WHERE			
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo	
SUB SELF-CHECK — INITIALS		DATE		WITNESSED BY THE REVIEWER — NAME		DATE	

7. Certificate and records

HOLD POINT

- Emergency lighting completion certificate in the BS 5266-1 model form signed for design, installation and verification; as-installed drawing and log book handed over
- BS 5266-1
- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it
- Practice
- COMPLETION CERTIFICATE REF

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo	
SUB SELF-CHECK — INITIALS		DATE		HOLD RELEASED BY THE REVIEWER — SIGNATURE		TIME	DATE

8 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DATE	OK?

9 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE	RE-INSPECTED BY (NOT THE FIXER) / DATE	PHOTO REF(S)

NCR 2 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE	RE-INSPECTED BY (NOT THE FIXER) / DATE	PHOTO REF(S)

NCR 3 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE	RE-INSPECTED BY (NOT THE FIXER) / DATE	PHOTO REF(S)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

11 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

12 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.